

1 **BOARD BILL NO. 114 INTRODUCED BY ALDERMAN JOSEPH VACCARO**

2
3 **An ordinance relating to the employees and salaries of the Office of the Recorder of**
4 **Deeds; repealing Ordinances #69192 approved pertaining to the office of the Recorder of**
5 **Deeds and enacting in lieu thereof a new ordinance pertaining to the same subject matter and**
6 **containing an emergency clause.**

7
8 **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

9
10 **SECTION ONE.**

11 **Ordinances # 69192 is hereby repealed and enacted in lieu thereof is the following.**

12
13 **SECTION TWO.**

14 **Appointments and Salaries**

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16 **The following positions of the Office of the Recorder of Deeds whose duties shall be**
17 **those indicated by their respective titles and coded are hereby allocated as listed below and**
18 **adopted as the classification plan for the Recorder of Deeds.**

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| TITLE | CODE | GRADE |
|---------------------------------------|------|-------|
| Recorder | R500 | E |
| Deputy Recorder | D451 | 18M |
| Human Resource Manager | 1523 | 18M |
| Network Systems Manager | 1364 | 19M |
| Special Projects Manager | 2382 | 17M |
| Administrative Assistant | 1621 | 17G |
| Customer Service Manager | 1726 | 18M |
| Special Assistant to the Recorder | 1672 | 16M |
| Fiscal Officer | 1484 | 16G |
| Public Information Officer Supervisor | 1616 | 15G |
| Customer Service Supervisor | 1185 | 14M |
| Real Estate Records Manager | 1426 | 14G |
| Computer Programmer II | 1332 | 14G |
| Historic Preservation Planner II | 4193 | 14G |
| Training Specialist | 2578 | 13G |
| Computer Programmer I | 1331 | 13G |
| Historic Preservation Planner I | 4192 | 13G |
| Auditor | 1471 | 13G |
| Secretary to the Recorder Of Deeds | R333 | 13G |
| Document Specialist II | 5644 | 12G |
| Document Specialist I | 5643 | 11G |
| Receptionist | 1161 | 10G |
| Clerk Typist III | 1123 | 10G |
| Clerk Typist II | 1122 | 09G |
| Clerk Typist I | 1121 | 08G |

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5 **SECTION THREE**
6

7 **(a) GENERAL PAY SCHEDULE:**
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9 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
10 "G" and "M" shall become effective beginning with the start of the first bi-weekly pay period
11 starting the effective date of this ordinance:
12

13 **BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

| 14 | 15 GRADE | 16 MINIMUM | 17 MAXIMUM |
|----|----------|------------|------------|
| 18 | 5 | 713 | 10706 |
| 19 | 7 | 840 | 1264 |
| 20 | 8 | 912 | 1374 |
| 21 | 9 | 989 | 1492 |
| 22 | 10 | 1074 | 1625 |
| 23 | 11 | 1169 | 1768 |
| 24 | 12 | 1270 | 1923 |
| 25 | 13 | 1400 | 2124 |
| 26 | 14 | 1604 | 2436 |
| 27 | 15 | 1839 | 2796 |
| 28 | 16 | 2110 | 3207 |
| 29 | 17 | 2421 | 3684 |
| 30 | 18 | 2777 | 4230 |
| 31 | 19 | 3189 | 4858 |
| 32 | 20 | 3662 | 5580 |
| 33 | 21 | 3951 | 6024 |
| 34 | 22 | 4263 | 6503 |
| 35 | 23 | 4601 | 7021 |

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1163

Deleted: ¶

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37 (b) The Recorder of Deeds may establish per performance rates of pay, hourly rates of
38 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
39 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
40 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established
41 considering the nature of employment, community practices in compensating similar
42 employment, and the purpose of the program for which the rate is established. Employees paid
43 per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical
44 leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate.
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46 (c) The Recorder of Deeds may establish trainee rates of pay. Such trainee rates may be
47 established on an hourly, per performance or bi-weekly basis and shall be less than the rate paid
48 to a regular employee.

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2 (d) Notwithstanding any other provision in this ordinance, the Recorder of Deeds is authorized to
3 establish a program of incentives not to exceed twenty- five percent (25%) of the maximum of
4 the pay range for the purpose of compensating positions which are extremely hard to fill.

5 (e) The Recorder of Deeds may provide an Employee Suggestion Program, which
6 grants cash and other awards to recognize employee suggestions, which improve Recorder of
7 Deeds office services or operation. Cash awards to employees for suggestions resulting in
8 tangible savings to the Recorder of Deeds office shall not exceed ten percent (10%) of the annual
9 tangible net savings. Cash awards and payments for other awards shall be made from an
10 appropriation for a suggestion program or other appropriate account. Additionally, cash awards
11 for suggestions shall be granted as an addition to pay, which does not change an employee's bi-
12 weekly rate. The Employee Suggestion Program shall be administered in accordance with
13 regulations established by the Recorder of Deeds. The Recorder of Deeds may establish a panel
14 to evaluate suggestions and determine awards; the decisions of the Recorder of Deeds shall be
15 final.

16 (f) An employee who is appointed to a position requiring advanced technical skills or
17 professional qualifications may be paid at a rate up to ten percent (10%) higher than prescribed
18 for the class in Section 2 of this ordinance with the prior approval of the Recorder of Deeds.
19 Such advancement shall be made solely on the basis that the employee possesses exceptional
20 academic qualifications related to the duties of the position or that the employee is registered or
21 certified by an organization or board recognized by the Recorder of Deeds to be especially
22 suited, considering the duties of the position, and when such academic qualification, registration,
23 or certification is not deemed a necessary qualification for the class of position.
24

25 The Recorder of Deeds may also establish other bonus, incentive, or reimbursement
26 programs to encourage current employees to attain registration, licensure, certification, or proof
27 of professional mastery when it is deemed to be in the best interest of the Recorder of Deeds , or
28 when such credentials are clearly recognized as adding to the capability of individuals in that
29 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an
30 employee being ruled ineligible for bonuses or salary increases permitted under other sections of
31 this pay ordinance.
32

33 **SECTION FOUR** 34 **Appointments and Salaries** 35

36 The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of
37 pay for the grade applicable to each employee's position as set out in Section 2
38 No employee of the Recorder of Deeds shall be paid at a rate lower than the minimum or higher
39 than the maximum of the salary range established for the grade to which his class has been
40 allocated. Nothing in this section shall be construed as preventing the Recorder from paying less
41 than the maximum provided in this ordinance.
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43 **SECTION FIVE.** 44

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1 **Starting Salary**

2 The minimum rate of pay for a position shall be paid upon original appointment to the class,
3 unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate
4 qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder
5 of Deeds may establish a recruitment rate for a single position or all positions in a class and
6 authorized employment at a step above the minimum but within the regular range of salary
7 established for the class.

8 In the event the Recorder of Deeds finds that it is difficult to secure the services of
9 sufficient number of employees for a class or occupational series after a diligent recruitment
10 effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not
11 more than thirty percent (30%) above the regular maximum established in this ordinance.

12 **SECTION SIX**
13 **Promotion, Demotion, Reallocation and Transfer**
14

15 An employee who is transferred, promoted, demoted, or whose position is reallocated after the
16 effective date of this ordinance, shall have his/her rate of pay for the new position determined
17 as follows:

18 **(a) Promotion:** This shall be defined as a change of an employee from a position of one class to
19 a position of another class with a higher pay grade or a higher starting minimum salary.

20 (1) When an employee is promoted to a position in the General, and Management Pay
21 Schedule, the employee's current salary shall be increased by five percent (5%) and set to a step
22 in the new pay range that may be equal to but not less than the adjusted current rate. An
23 appointing authority may pay an employee up to twenty percent (20%) when such action is
24 needed to attract experienced, qualified candidates for a position. The Recorder of Deeds shall
25 determine the appropriate step in such instances. Such salary determinations shall take into
26 consideration the nature and magnitude of the accretion of duties and responsibilities resulting
27 from the promotion. However, no employee shall be paid less than the minimum rate nor more
28 than the maximum rate for the new class of position, except as otherwise provided in this
29 ordinance.

30 (2) Temporary Promotion: When an employee, whose salary range is established in
31 Section 2, is certified and temporarily promoted to a vacant position, for a limited duration, the
32 employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this section.
33 Upon expiration of the temporary promotion, the employee shall be returned to his/her former
34 rate of pay, adjusted by any increases the employee would have received in the absence of the
35 temporary promotion. In no case shall the employee's salary be above the maximum of the
36 salary range, unless otherwise provided for in this ordinance.
37

38 **(b) Demotion:** This shall be defined as a change of an employee from a position of one class to a
39 position of another class which has a lower pay grade and a lower starting minimum salary.

40 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of
41 The Office of the Recorder of Deeds and established disciplinary procedures, his/her rate of pay
42 shall be established at a step within the range for the new position which is at least five percent

1 (5%) lower than the rate received immediately prior to the demotion or reduced to nearest step
2 which is at least five percent (5%) lower than the rate received immediately prior to the
3 demotion, except no employee shall be reduced below the minimum of the range unless
4 otherwise provided for in this ordinance. The amount of the reduction shall be determined by
5 the Recorder of Deeds.

6
7 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
8 reduced to a rate within the range for the new position which is five percent (5%) lower than the
9 rate received immediately prior to demotion, except that employees who are in a working test
10 period and demote to their previous class of position or pay grade, will return to the rate received
11 immediately prior to the promotion, plus any adjustments as otherwise provided in this
12 ordinance. No employee shall be paid less than the minimum nor more than the maximum rate
13 for the new class of position, except as otherwise provided in this ordinance.

14 (3) When an employee is demoted for reasons in the best interest of the Recorder of
15 Deeds office as determined by the Recorder of Deeds, his/her salary shall not be reduced by
16 reason of the new salary range and grade. If the salary of such employee is above the maximum
17 for the new position the employee's salary shall not be increased so long as he/she remains in the
18 position, except as otherwise provided by this ordinance.

19 (4) If an employee is demoted to his/her previous position because of failing to complete
20 the working test period, the employees pay shall be adjusted to a rate in the pay range for the
21 previous position to be determined by the Recorder of Deeds.

22
23 (c) Reallocation:

24 (1) If the employee's position is reallocated to a class in a lower pay grade and the
25 employee's rate of pay for the previous position is within the salary range of the new position,
26 his/her salary shall remain unchanged.

27 (2) The salary of an employee whose position is allocated to a class in a higher pay grade
28 shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary
29 advancement on promotion.

30
31 (d) Transfer: The salary rate of an employee who transfers to a different position in the same
32 class, or from a position in one class to a position in another class in the same pay grade, shall
33 remain unchanged, provided that no employee shall be paid less than the minimum rate nor more
34 than the maximum rate for the new class of position, except as otherwise provided in this
35 ordinance.

36 (e) The pay of any employee may be decreased as a disciplinary action by the Recorder of Deeds
37 to a lower rate or step within a salary range. The decrease shall not be greater than fifteen
38 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of
39 the pay range for the class. The Recorder of Deeds may determine that the pay decrease shall be
40 effective for a specific number of bi-weekly pay periods

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42 (f) Over Maximum: The salary of an employee, which is in excess of the maximum of the range
43 prescribed by this ordinance for the class and grade to which his/her position has been allocated or
44 may be reallocated, shall not be reduced by reason of the new salary range and grade. The salary of
45 such employee shall not be increased so long as he/she remains in the class of position, except as
46 otherwise provided by this ordinance.

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SECTION SEVEN
Salary Adjustment

(a) Salary adjustments for employees shall be based on considerations of merit, equity, or success in fulfilling predetermined goals and objectives for positions with salary established in Section 2.

7 (1) Any employee whose salary is established in the General and Management Pay Schedule shall receive a service rating in accordance with the Recorder of Deeds Manual. The rating together with the standards of performance established in the Recorder of Deeds Manual, shall determine eligibility for a two percent (2%) merit increase or in the second year, a one step within-range (merit) increase at intervals as outlined in the Recorder of Deeds Manual .

12 (2) A employee whose pay is established in Section 2 of this ordinance who receives an Overall Rating of "Unsuccessful" as defined by the Recorder of Deeds Manual, shall have his/her salary reduced as determined by the standards established in the Recorder of Deeds Manual, but not less than the minimum of the pay grade range..

16 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence from service as a result of any authorized paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence from service for any other cause shall result in breaking continuity of service and establishment of a new anniversary date, except as otherwise provided in this ordinance. The Recorder of Deeds may authorize different anniversary dates for an employee or groups of employees.

27 (c) The Recorder of Deeds may evaluate the performance of an employee whose salary is established in Section 2 of this ordinance for the purpose of a salary adjustment only at intervals as described above except in the case of:

30 (1) Exceptional performance of duties:
The Recorder of Deeds, may advance the salary of an employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks of employment at the same rate in the salary range by not more than ten percent (10%) , which may be in addition to any merit increase received.

36 (2) Substandard performance of duties:
The Recorder of Deeds may reduce the salary of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range as provided in the Recorder of Deeds Manual; providing the employee's salary is above the minimum of the range.

41 The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period, as determined by the Recorder of Deeds, following approval of such salary

1 action.

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3 (d) The Recorder of Deeds may approve, adjustments to correct or mitigate serious and
4 demonstrable internal pay inequities. Salary adjustments under this provision shall preclude
5 adjustments to compensate or reward employees for long-term or meritorious service.

6
7 (e) The pay of any employee may be decreased as a disciplinary action by the Recorder of Deeds to
8 a lower rate within a salary range. Any such decrease shall be made in accordance with the
9 established Recorder of Deeds disciplinary procedures. The decrease shall not be greater than
10 fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum
11 of the pay range for the class. The Recorder of Deeds may determine that the pay decrease shall be
12 effective for a specific number of bi-weekly pay periods provided, however, that such decrease shall
13 not be effective for more than thirteen (13) bi-weekly pay periods.

14 (f) An employee who is temporarily promoted shall be eligible for within range salary adjustments
15 under provisions of this Section 7.

16 (g) The Recorder of Deeds may approve a within range salary adjustment or other incentives to
17 retain employees in positions that are difficult to fill, or because of their unique requirements. Said
18 adjustment may only be granted once during a twenty-six (26) week period.

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20 **SECTION EIGHT**
21 Income Sources

22 Any salary paid to an employee in the city service shall represent the total remuneration for the
23 employee, excepting reimbursements for official travel and other payments specifically authorized
24 by ordinance. No employee shall receive remuneration from the City in addition to the salary
25 authorized in this ordinance for services rendered by the employee in the discharge of the employee's
26 ordinary duties, of additional duties which may be imposed upon the employee, or of duties which
27 the employee may undertake or volunteer to perform.

28 Whenever an employee not on an approved, paid leave works for a period less than the regularly
29 established number of hours a day, days a week or days bi-weekly, the amount paid shall be
30 proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
31 employee's position. The payment of a separate salary for actual hours worked from two or more
32 departments, divisions or other units of the City for duties performed for each of such agencies is
33 permissible if the total salary received from these agencies is not in excess of the maximum rate of
34 pay for the class.

35 **SECTION NINE**
36 Conversion

37 a) Pay schedules in Ordinance 69192 shall continue in effect until the beginning of the bi-weekly

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1 pay period starting concurrently with or after the effective date of this ordinance, and then the rates
2 to be paid to employee in positions of any classes for which a rate is established or changed in
3 Section 2 of this ordinance shall become effective and be adjusted as follows:

4 (1) The salary of each employee whose pay range is established in Section 2 of this
5 ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule
6 as determined by the Recorder of Deeds shall have their current salary increased to a rate,
7 rounded to the nearest whole dollar, which is not less than but is closest to a rate which is five
8 percent (5%) higher than the rate received immediately prior to promotion, but not less than the
9 minimum of the pay range, whichever is the greater.

10
11 (b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in
12 this ordinance.

13 (c) The salary of an employee serving in a trainee position, which remains above the new trainee rate
14 for his/her position, shall remain unchanged.

15 (d) The Recorder of Deeds may establish a special conversion procedure for a class or position in the
16 event that the Recorder determines that a serious inequity would be created by the application of the
17 conversion procedures established in this Section 9.

18 (e) The Recorder of Deeds shall establish such procedures as needed to place this ordinance into
19 effect and interpret its provisions.

20 (1) All maximum of the ranges have been increased by 2%. Or

21
22 (2) Any employee may receive a service rating in accordance with the Recorder of
23 Deeds Manual. The standards of performance established in the manual shall determine
24 eligibility for a two percent (2%) or \$1,000.00 annually, whichever one is greater within-
25 range increased determined by the Recorder of Deeds.
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28 **SECTION TEN**
29 **PAYMENT OF SALARIES**

30
31 All compensation for positions in the Classified Service shall be paid bi-weekly. The
32 Recorder of Deeds and Comptroller shall establish the procedure for listing employees on the
33 payroll. The payment due each employee for service, except as otherwise provided, shall be
34 made not later than sixteen (16) days after the end of the bi-weekly pay period. In the event that
35 an employee is dismissed or has been employed for occasional or emergency work, the
36 Comptroller may immediately pay the employee upon termination of service without waiting for
37 the regular bi-weekly pay date of the Office of the Recorder of Deeds.
38

39 **SECTION ELEVEN**
40 **CERTIFICATION OF PAYROLL**
41

1 The Recorder of Deeds shall certify on each payroll or a subsidiary document that each
2 person whose name appears on the payroll has been lawfully appointed at a salary provided by
3 this ordinance and that the employee has actually worked the time for which he/she will be paid,
4 subject to the provisions of this ordinance governing hours of work and leaves of absence in the
5 Classified Service.

6
7 **SECTION TWELVE**
8 **MINIMUM WORK HOURS**
9

10 All employees of the office of the Recorder of Deeds shall be in attendance at their work in
11 accordance with schedules established by the Recorder of Deeds subject to other provisions of
12 this ordinance with respect to hours, holidays, vacation, medical leave, furloughs, sick leave,
13 military leave, and leaves of absence with or without pay.

14 (a) Employees whose salaries are established in Section 2: Forty (40) hours shall constitute the
15 average minimum required weekly hours of service in an employment cycle under regular full-
16 time employment for all City employees paid on a bi-weekly basis occupying competitive
17 positions in the Classified Service. The minimum daily and annual service required of such
18 employees shall be in proportion to the average minimum weekly hours established.

19
20 The Recorder of Deeds shall so arrange the time for reporting for work, for luncheon
21 intermission, and for quitting work of the various employees under their jurisdiction so that the
22 employees will actually be engaged in active performance of their duties for not less than the
23 average minimum number of hours required.

24 (b) Management and Professional Employees: Appointing authorities for employees occupying
25 full-time positions whose salaries are established in Section 2 of this ordinance shall initiate
26 procedures to see that such employees are engaged in the performance of their duties on a full-
27 time basis. Full-time employment for any employee whose classification is denoted in the
28 Management Schedule or Professional Schedule shall be defined as an average of forty (40)
29 hours per week of time devoted to the duties of the position on an annual basis.
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32 **SECTION THIRTEEN**
33 **OVERTIME**
34

35 (a) Compensatory time earned by employees shall be granted to an employee at the
36 discretion of the Recorder of Deeds in one of the following ways:

- 37 (1) on request of the employee;
38 (2) on termination of services with the City.

39
40 (b) Before an employee is transferred, promoted or demoted from a position under one
41 appointing authority to a position under another appointing authority or to another unit
42 with a different appropriation, all compensatory time shall be granted or paid. Upon the
43 death of an employee, the person or persons entitled by law to receive any compensation
44 due to the employee shall be paid any amount due to the employee on the date of death.

45
46 (c) All departments shall keep daily attendance records of classified employees and shall

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1 submit periodic reports of:
2 (1) unexcused absences and leaves;
3 (2) reports of overtime earned, granted, and paid; or
4 (3) the nonoccurrence of same to the Recorder of Deeds in the form and on the dates
5 specified.

6
7 **SECTION FOURTEEN**
8 **HOLIDAYS**
9

10 (a) Classified employees working full-time who are paid a bi-weekly rate shall be entitled to
11 leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly scheduled
12 work on the following days:

| 13 DATE | HOLIDAY |
|--------------------------------|---------------------------------|
| 14 January 1 | New Years Day |
| 15 Third Monday in January | Rev. Martin Luther King Jr. Day |
| 16 Third Monday in February | President's Day |
| 17 Last Monday in May | Memorial Day |
| 18 July 4 | Independence Day |
| 19 First Monday in September | Labor Day |
| 20 November 11 | Veterans' Day |
| 21 Fourth Thursday in November | Thanksgiving Day |
| 22 Day after Thanksgiving | Day after Thanksgiving |
| 23 December 25 | Christmas Day |

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25
26 In addition to the above enumerated designated holidays, full-time employees
27 shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by
28 this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City
29 offices.

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31
32 In addition to the above enumerated holidays, full-time classified employees shall be entitled to
33 leave with pay, pay, or compensatory time off in lieu of pay as established by this Section 16 on
34 any day or partial day the Mayor declares by proclamation the closing of City offices.
35 Employees working full-time and paid a bi-weekly rate whose pay is established in Sections 2 of
36 this compensation ordinance shall receive leave with pay, pay or compensatory time off in lieu
37 of pay as holiday compensation in an amount that is proportionate to the number of hours the
38 employee is regularly scheduled to work in a day or shift. For example: Employees working an
39 average of forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight
40 (8) hours of compensation for the holiday

41
42 When the day of observance of a holiday is changed by State or Federal law, it will be so
43 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
44 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
45 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
46 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the

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1 preceding Friday shall be observed as the holiday.
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7 **SECTION FIFTEEN**
8 **VACATION**
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10 Vacation leave with pay shall be granted to employees paid a bi-weekly rate in
11 permanent competitive positions working fifty percent (50%) time or more. The Recorder of
12 Deeds may establish additional guidelines and policies to govern the administration of vacation
13 leave benefits in the Classified Service.

- 14 (a) Vacation leave shall be granted in whole hour units. On termination of service, any
15 fractional hour shall be made whole. The accrual of vacation leave shall cease at the
16 beginning of terminal leave.
- 17 (b) The Recorder of Deeds shall be responsible for establishing all vacation leave schedules,
18 but may not discipline employees by imposing unusual vacation schedules. Vacation
19 shall be granted to the employee at the discretion of the appointing authority as provided
20 by this ordinance in one of the following ways:
21 (1) When the employee requests vacation leave in accordance with departmental policies.
22
23 (2) When directed to take paid time off by the Recorder of Deeds.
24
25 (3) When an employee is terminated or resigns from the office of the Recorder of Deeds.
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27
- 28 (c) Employees who separate from the Recorder of Deeds office, who are certified from a
29 reemployment list, and who return to the Recorder of Deeds office within twenty-four
30 (24) months of the separation, will be given credit for prior continuous service in
31 determining the vacation accrual rate in accordance with Section 17 of this ordinance and
32 based on the date of the employee's original appointment.
- 33 (d) Employees who return to work from a "reemployment from layoff" eligible list shall be
34 eligible to use vacation as soon as it is accrued provided the employee has completed six
35 (6) months of continuous service prior to the layoff and with approval of the Recorder of
36 Deeds. An employee who has completed less than six (6) months of continuous service
37 will be required to complete the remaining portion of the six (6) months period before
38 being eligible to use vacation.
39

40 Any such reemployed worker shall be given credit for prior continuous service in
41 determining the employee's vacation accrual rate in accordance with the schedule
42 established in Section 17(a), 17(b) or 17(c) of this ordinance and based on the employee's
43 original appointment.

- 44 (e) The Recorder of Deeds shall be responsible for the management of their vacation
45 schedules so as to most effectively administer their organizations and fulfill the desire of
46 employees in the establishment of leave schedules.

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- 1 (f) Accrued vacation shall be carried with an employee when transferred, promoted, or
2 demoted from a position under one appointing authority to a position under another
3 appointing authority without a break in service or change in method of pay. Upon the
4 death of an employee, the person or persons entitled by law to receive any compensation
5 due the employee shall be paid the amount due the employee for accrued vacation.
6 (g) With the approval of the Recorder of Deeds, a retiring employee may be paid on the
7 payroll for accrued vacation in the month prior to retirement without inclusion in the
8 employee's final average compensation. The Recorder of Deeds may pay previously
9 accrued vacation off in a lump sum to an employee whose service with the City has
10 terminated. Such payment shall be made on the employee's last regular paycheck. The
11 lump sum payment shall include compensation for any holidays occurring during the
12 employee's terminal vacation leave period.

13
14 **SECTION SIXTEEN**
15 **SICK LEAVE**

16
17 Employees will cease accruing sick leave with the start of the first pay period following
18 approval by the Mayor of this ordinance. Thereafter, an employee may choose, but may not be
19 required, to use his/her sick leave in accordance with regulations established by the Director of
20 Personnel.

21 An active employee who is a member of the Employees Retirement System of the City of St.
22 Louis, and who applies for retirement and immediately retires from active service, shall receive
23 payment for his/her sick leave balance less any sick leave credited or paid to a member or used
24 in the calculation of retirement benefits under this or any other ordinance(s). If the Employees
25 Retirement System provides for sick leave to be credited or paid to a member or used in the
26 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent
27 (50%) of the value of the employee's sick leave balance.

28
29 If a member of the Employees Retirement System of the City of St. Louis who had been
30 otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive
31 payment based on the calculation above on the employee's sick leave balance, if any. Payment
32 shall be made in accordance with the procedures established by the Director of Personnel.

33
34 An employee who is reemployed from an authorized layoff shall have his/her prior sick
35 leave balance if any restored, provided this balance has not be used in the determination of
36 pension benefits paid to the retiree.

37
38
39 **SECTION SEVENTEEN**
40 **MEDICAL**

41
42 (a) The Recorder of Deeds shall remove an employee from the payroll for unexcused
43 absence in accordance with regulations and procedures established by the Recorder of Deeds.
44 When an employee is docked from the payroll under the provisions of this section, the amount
45 deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly
46 rate as defined in this ordinance for each hour of unexcused absence.

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1
2 If management decides to send their employees or a group of employees home due to
3 inclement weather, they will not lose their medical leave accrual for that pay period.
4
5

6 (b) All leave with or without pay for illness, injury, or physical inability to perform assigned
7 duties shall be recorded on the payroll or a subsidiary document in the manner established by the
8 Recorder of Deeds. Compensation for periods of absence from work when an employee
9 sustains an injury by accident on the job shall be governed by the provisions of Section 20
10 (Workers' Compensation and Disability Leave) of this ordinance.
11

12 (c) An employee who is reemployed from an authorized layoff shall have his/her prior
13 medical leave balance and sick leave balance restored if any, provided any sick leave balance has
14 not been credited to the employee's length of service in determining pension benefits paid to the
15 retiree. An employee who is reemployed from an authorized layoff and who has a medical
16 and/or sick leave balance and who completed twenty-six (26) weeks of continuous employment
17 prior to the layoff may take approved medical and/or sick leave upon reemployment.
18

19 (d) The Recorder of Deeds shall institute procedures, in accordance with regulations
20 established by the Director of Personnel that will discourage the improper use of medical leave
21 with pay. When an employee is removed from the payroll for absence not approved by the
22 Recorder of Deeds, the employee shall be notified promptly in writing.
23

24 (e) Employees shall not receive payment for any medical leave balance and it shall not be
25 used in the calculation of retirement benefits or payments under this ordinance or any other
26 ordinance.
27

28 **SECTION EIGHTEEN**
29 **EDUCATION REIMBURSEMENT**

30 The Recorder of Deeds may authorize salary payments, payments of tuition expenses, fees,
31 books and related material in whole or in part to employees to permit them to attend school, visit
32 other governmental agencies or in any approved manner to devote themselves to improvement of
33 knowledge or skills required in the performance of the duties of their position.
34

35 The Recorder of Deeds may reimburse, in whole or in part, expenses incurred by
36 employees in the pursuit of improvement of the knowledge and skills required in the
37 performance of their positions or in higher positions, when funds have been budgeted therefore.
38

39 The Recorder of Deeds may establish a program to reimburse, in whole or in part, expenses
40 incurred by employees in the pursuit of improvement of the knowledge and skills required in the
41 performance of the duties of their positions or to improve their professional, technical or
42 managerial knowledge or skill.
43
44

45 **SECTION NINETEEN**
46 **LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

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1
2 An employee may request a leave of absence, or an appointing authority may request a
3 leave of absence for an employee, for any reason under the City's general leave policy, or a
4 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
5 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
6 provisions and regulations as determined by the Director of Personnel.
7

8 (a) The Recorder of Deeds may grant an employee in a competitive position a general leave
9 of absence without pay for a period of one year, which may be extended.
10

11 Upon the expiration of such leave of absence, the employee shall be reinstated to the
12 competitive position he/she occupied at the time the leave was granted provided the position is
13 still in existence and he/she is able to perform the duties of the position. The employee shall be
14 reinstated to the competitive position at the same relative rate in the salary range the employee
15 occupied at the time the leave was initiated. Failure of an employee to report for duty promptly
16 at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient
17 conduct of the business of the Recorder of Deeds office, an employee on leave other than
18 military leave or qualifying family/medical leave may be notified by the Recorder of Deeds to
19 return prior to the expiration of such leave. Failure of the employee to return within ten (10) days
20 after receipt of such notice shall terminate his/her leave of absence and be just cause for
21 dismissal, subject to any applicable federal, state or local regulations.
22

23 (b) The Recorder of Deeds office will follow all applicable state and federal laws on the
24 granting of family/medical leave.
25

26 The Director of Personnel shall establish additional rules, guidelines and procedures for
27 the effective administration of the City's "Family/Medical Leave Policy." The policy shall
28 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
29 thereafter.
30

31 (c) In the event that emergency conditions occur which require the closing of City-operated
32 facilities or the temporary cessation of functions carried out by employees, the Mayor
33 of the City of St. Louis may declare an emergency and require an employee or group of
34 employees to take leaves of absence with or without pay while such emergency conditions exist.
35 In the event that the Mayor requires that the leave of absence be without pay, an employee with
36 vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of
37 all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not
38 interrupt continuity of service for vacation accrual. An emergency leave of absence declared by
39 the Mayor shall not exceed ninety (90) days.
40

41 (d) Employees who are granted general leaves of absence and other non-paid leaves of
42 absence, including forced leaves of absence, except family/medical leave and military leave,
43 must take all accrued vacation at the start of the leave of absence. Employees who are granted or
44 placed on a non-paid leave of absence will not accrue vacation and medical leave during the
45 period of non-paid leave.
46

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1 (e) The Recorder of Deeds may put an employee on forced leave of absence without pay
2 pending the outcome of criminal charges pending against the employee.
3
4

5 **SECTION TWENTY**
6 **WORKERS COMPENSATION AND DISABILITY LEAVE**
7

8 (a) Any employee in the Classified Service whose class title and grade are established in
9 Section 2 and denoted by the suffix "G," "M," or "E" of this ordinance, including
10 employees who are compensated on a per performance or unit of work basis, who shall suffer
11 personal injury by accident or occupational disease arising out of and in the regular course of
12 employment while engaged in or about the premises where an employee's duties are being
13 performed or where an employee's presence is required as part of his/her employment, shall
14 promptly report such injury by accident or occupational disease to his/her immediate supervisor.
15 The supervisor shall in turn report, through the Recorder of Deeds, all facts concerning the
16 incident to the City Counselor and the Director of Personnel. The Recorder of Deeds shall
17 promptly provide such written information and recommendations as may be requested by the
18 City Counselor to aid in making the determination of the period of disability.
19

20 The employee who suffers a personal injury as described in part (a) of this section, and
21 which results in temporary disability, may elect to use sick or medical leave for the first three (3)
22 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
23 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
24 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
25 days of disability will be restored to the employee's sick or medical leave balance. The City
26 Counselor shall determine the actual amount of compensation and length of time during which
27 payments are made for such temporary disability in accordance with the Missouri Workers'
28 Compensation Law.
29

30 (b) The City Counselor or the Recorder of Deeds may require an employee to undergo a
31 physical examination and medical or surgical treatment at the expense of the City to diagnose
32 and treat injuries or illnesses arising out of employment.
33

34 (c) The City Counselor and the Comptroller shall establish procedures for paying
35 compensation to employees or former employees who are permanently disabled and due
36 compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate
37 the fund or appropriation out of which such payment shall be made.
38

39 (d) The City Counselor and the Recorder of Deeds shall be responsible for the
40 administration of the provisions of this Section and shall establish and publish procedural
41 regulations for the administration of the program.
42
43

44 **SECTION TWENTY ONE**
45 **RETIREMENT**
46

1 The following provisions shall apply to the Employees Retirement System:
2
3

4 (a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:
5

6 (1) The annual compensation received by a member for the two (2) consecutive years
7 of creditable service in which the highest compensation was received preceding the termination
8 of his/her employment, and
9

10 (2) The balance of a member's sick leave on the date of retirement *less* sick leave
11 hours paid to the member upon termination of his/her employment and *less* sick leave hours
12 considered as creditable service for the purpose of determining eligibility for and/or calculation
13 of retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a
14 member's total sick leave on the date of retirement.
15

16 (b) If a member has less than two (2) consecutive years of creditable service his/her final
17 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and
18 then multiplied by (4) below:
19

20 (1) The sum of monthly compensation received by the member for each consecutive
21 month of creditable service immediately preceding the termination of his/her employment;
22

23 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
24 hours paid to the member upon termination of his/her employment and *less* sick leave hours
25 considered as creditable service for the purpose of determining eligibility for retirement benefits,
26 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
27 on the date of retirement.
28

29 (3) The number of consecutive months of creditable service immediately preceding
30 the termination of his/her employment, and
31

32 (4) Twelve (12).
33

34 The years of creditable service of a member shall be the number of years and completed
35 full calendar months of service during which he/she receives compensation from the first day of
36 the calendar month following the date of the beginning of each employment with an employer
37 until his/her employment is terminated, subject to the provisions of this section. The years of
38 creditable service of an employee (as that term is defined in Subsection 11 of Section Four of
39 Ordinance 66511) hired after the operative date (as that term is defined in Subsection 18 of
40 Section Four of Ordinance 66511) who had attained the age of sixty (60) years at initial
41 employment shall be the number of years and completed months of service during which he/she
42 receives compensation from October 1, 1988, and hereafter, from the first day on or after
43 October 1, 1988, of the beginning of each employment with an employer until his/her
44 employment is terminated. No creditable service shall be granted for any period of employment
45 before October 1, 1988, after the calendar month in which the member attains age seventy (70).
46 No creditable service for prior employment shall be granted an employee who becomes a

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1 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

2

3 A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be
4 considered as additional creditable service for calculation of retirement benefits under any
5 provision of this Ordinance 66511, as amended:

6 (a) Sick leave hours considered as creditable service for the purpose of determining
7 eligibility for retirement benefits, and

8 (b) Sick leave hours paid to the member upon termination of his/her employment, and

9 (c) Sick leave hours used in determining final average compensation.

10

11 **SECTION TWENTY TWO**

12 **CHANGES TO PAY PLAN**

13

14 Whenever the Recorder of Deeds finds it necessary to add a new class to the Pay
15 plan, the Recorder of Deeds shall allocate the class to an appropriate grade and schedule in
16 this ordinance, and notify the Board of Aldermen of this action.

17 Whenever the Recorder of Deeds finds it necessary to change the pay schedule of
18 an existing class within the Pay plan, the Recorder of Deeds shall allocate the class to the
19 appropriate schedule in this ordinance, and notify the Board of Aldermen of this action.

20

21 **SECTION TWENTY THREE**

22 **PASSAGE OF ORDINANCE**

23

24 The passage of this ordinance being deemed necessary for the immediate preservation
25 of the public peace, health and safety, it is hereby declared to be an emergency measure and the
26 same shall take effect and be in force immediately upon its approval by the Mayor.

27

28

29

30

31